

Bimonthly Records and Information Discussion Group (BRIDG)
Meeting Summary - April 12, 2000
Theater, National Archives Building, Washington, DC

TOPIC: "Demonstration of Fast Track PowerPoint Presentation."

About 80 people attended the April 12, 2000, BRIDG meeting to view and discuss the latest product produced by the Fast Track Project Work Team. Michael L. Miller, Director of Modern Records Programs, opened the meeting and introduced the speaker, Mary Rawlings-Milton.

Latest Fast Track Product Demonstration – Mary Rawlings-Milton

Mary Rawlings-Milton, a Fast Track Team representative from the Office of Thrift Supervision (OTS), demonstrated the long version of a customizable PowerPoint presentation on electronic recordkeeping and electronic records management. She gave examples of issues faced at OTS and explained how agency records officers can use the long presentation, along with a similar short version and companion user guide, to explain the importance of electronic records management (ERM) and electronic recordkeeping (ERK) to their managers. Both presentations and the user guide are available for viewing at <http://www.nara.gov/records/fasttrak/ftproj.html>. To request a file containing all three products, records officers should send an email message to records.mgt@arch2.nara.gov. Comments on the usefulness and clarity of products may be sent to fasttrack@arch2.nara.gov.

Questions, Answers, and Comments

Following the demonstration of the PowerPoint slides, NARA staff and records officers asked questions and commented on a number of issues. Among the issues discussed were the following:

Question: Did the Office of Thrift Savings implement ERM incrementally as a pilot or agency-wide simultaneously?

Answer: OTS implemented ERM gradually. The plan was to move incrementally through the offices. Implementation required lots of public relations work with reluctant staff. There were several successful pilots but no successful simultaneous implementation.

Question by NARA: Do records officers feel that the PowerPoint presentation will be useful? Why or why not?

Answer: Several records officers indicated that the slides would be useful. Some indicated that their managers were not yet ready to address ERK, therefore they may not understand the issues.

Question: Are records officers allowed to link to the Fast Track web site for training purposes?

Answer: Yes, records officers can refer their managers to the Fast Track web site at <http://www.nara.gov/records/fasttrak/fthome.html>. Since the information on the Fast Track site is specific to electronic records issues, they may also want to refer to the Records Management Programs site at <http://www.nara.gov/records/index.html> for more general information. The slide shows are intended to be customized for each particular agency audience. They will be

much more effective if records officers customize them and circulate the agency version to their managers.

Comment: Jeanne Young reported that her agency (Federal Reserve System) is using a similar presentation in small focus groups. Agencies may contact her for further information.

Question: We don't have money to buy software. How do we determine the amount of money needed when there is no money in our budgets? There are no clear models for implementation, and we need to have an electronic records management system in place by 2003.

Answer: There is no simple answer. NARA is doing a pilot and experiencing the same problems as other agencies. At least three budget cycles will be needed for the phases of requirements analysis, the pilot, and implementation. Guidance on the Government Paperwork Elimination Act (GPEA) is in progress.

Question: What kind of information will NARA disseminate about its pilot?

Answer: NARA is still developing its pilot. We will give briefings at the upcoming Records Administrators Conference (RACO) and future Bimonthly Records and Information Discussion Group (BRIDG) meetings. We need hands-on experience to be able to provide agencies with good advice.

Question: Will NARA require agencies to implement ERK?

Answer: NARA has no intention or authority to require agencies to implement ERK. Fast Track offers one road map to assist in the implementation of ERK.

Question: Will NARA accept electronic signatures for SF 135s and SF 115s?

Answer: NARA is currently considering the idea.

Question: What is the status of guidance on records during a change of Presidential administration?

Answer: A document is being reviewed internally at NARA. (Advanced copies of NARA Bulletin 2000-03, signed May 16, 2000 were distributed at RACO. Printed copies will be mailed in June.)

Question: Does the transition guidance specifically address agency web sites?

Answer: No, the guidance does not specifically address web sites. NARA is working on general web guidance. If a web site qualifies as a Federal record, it needs to be scheduled. Agencies should consult their appraisal archivists, who have experience working successfully with agencies to develop web sites schedules, for possible models to use.

Question: What is the status of guidance on Y2K records? What does NARA consider to be permanently valuable?

Answer: Agencies should consult their appraisal archivists, who have a list of schedules that have been signed by the Archivist.

Comment: Jeanne Young (Federal Reserve System) noted that her agency's schedule authorizes destruction of all Y2K records in 2007. Agencies may contact her for further information.

Question: Have General Records Schedules (GRS) been developed for Government Performance and Results Act (GPRA) and National Performance Review (NPR) records?

Answer: No. Temporary commissions are the subject of the next GRS, but the suitability of GRS for GPRA and NPR records is still under consideration. Mike Miller explained the urgency for developing schedules on temporary commissions because they often go out of business quickly.

Updates – Mike Miller and Marie Allen

- **Fast Track:** Product 5 (the PowerPoint presentations and user guide) is available on the web at <http://www.nara.gov/records/fasttrak/ftproj.html>. The Fast Track Team is working on a follow-up product that examines functionality requirements needed to implement electronic recordkeeping. The presentation embodies ideas that NARA will reiterate in the GPEA guidance and records disposition initiative for scheduling and appraisal. Agencies need to consider how much responsibility they have to determine recordkeeping requirements. The customization feature of the slide presentation allows records officers to build individual cases for their agencies. Agencies also need to consider authenticity, reliability, usability, and risk in determining security needs. Finally, agencies should think about content, context, and structure in terms of capturing enough information. NARA will not provide specific regulations, but we will offer guidance and identify best practices for implementation.
- **International Standards Organization (ISO) Standard on Records Management:** Mike Miller mentioned that a preliminary draft ISO standard on records management was under development. Miller advised that NARA was able to provide some input into the initial draft.
- **GPEA guidance:** Mike Miller thanked those who commented on the early draft of the GPEA guidance. NARA staff resolved the comments and revised the draft. The current draft is with OMB. The guidance will address:
 - how to schedule records with electronic signatures
 - creation of new records to support electronic signature programs
 - rescheduling paper systems that will be automated by 2003
- **Information Technology (IT) Schedule:** Mike Miller thanked those who commented on the IT Schedule. He noted that it is difficult to write an IT schedule because no two agencies organize IT records the same way. Individual records are also kept differently. NARA is currently developing another draft, which will be circulated for broader comment.

Wrap-Up – Mike Miller

The RACO Conference will take place on May 23. The subject of the next BRIDG meeting will be announced in May or early June.

NARA welcomes agency input and feedback. Contact NARA's records management staff at records.mgt@arch2.nara.gov.